



## USAID ANNOUNCEMENT NUMBER: 083-2013

**OPEN TO** : **USPSC – Local US citizen/EFM**  
**POSITION** : **Education Advisor GS- 13**  
**OPENING DATE** : **April 22, 2013**  
**CLOSING DATE** : **May 6, 2013**  
**WORK HOURS** : **Full-time; 40 hours/week**

The U.S. Embassy in Port-au-Prince is seeking an US citizen or an (EFM) for employment in country for the position of Education Advisor.

**BASIC FUNCTION OF POSITION:** *The Education Advisor will play a key role in assisting the USAID/Haiti Education Team in the monitoring and evaluation of TOTAL early grade reading program, and in particular its scale up and sustainability. Additionally, the Education Advisor will play a lead role on the USAID/Haiti Education Team with sector assessment, and planning and design of complementary education activities that address barriers to quality education. These activities will align with Haitian Ministry of Education (MENFP) and USAID priorities and focus on increasing access to quality education for all Haitian children. Issues such as violence in schools, gender discrimination and stigmatization that are faced by out of school children, girls, and children with disabilities will be a priority.*

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. *Candidate must be a US Citizen.*
2. *Master's degree or PhD in the field of international education or related discipline. Specialized training or education in strategic approaches to addressing education in international settings, systemic education reform, quality primary education, teacher development, special education, and/or non-formal basic education for children and youth.*
3. *At least ten years of progressively responsible experience in the design, implementation, and management of education programs, preferably in developing countries.*
4. *Candidates must demonstrate proficient spoken English and ability to write complex documents, reports, letters and/or concept papers in professional level English (level V). The candidate must possess working knowledge of French.*
5. *Proficiency in the Microsoft Office suite of applications. A strong interest in applying information and communications technologies to daily work is essential.*

## **SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

## **TO APPLY**

### **INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see *section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**3A.** If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

### **SUBMIT APPLICATION TO**

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

**Ref.: Education Adviser**

Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>

E-Mail: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

## CLOSING DATE FOR THIS POSITION: **May 6, 2013**

The US Mission in Port-au-Prince provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

CLEARED BY : \_\_\_\_\_  
*Loretta Garden, Chief, Education Office (USAID)*

FUNDS AVAILABILITY : \_\_\_\_\_  
*Robert Clink, Financial Management Officer (USAID)*

APPROVED BY : \_\_\_\_\_  
*Diane Moore, Supervisory Executive Officer (USAID)*

: \_\_\_\_\_  
*Robert Young, Human Resources Officer*